

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Curriculum Committee Checklist for World-Wide S&T Forecasting Seminar				
FROM: Chief Topical Issues Branch/IT/OTE 926 C of C		EXTENSION <div></div>	NO. <div></div>	
		DATE 30 January 1985		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/TIB	30 Jan	30 Jan	JOS	Attachments to the Curriculum Committee Checklist are:
2. C/IT	29/1	-	JOS	1) Proposed course announcement (we are forwarding now for approval through TSD because of need to notify community analysts)
3.				2) The contractor's (Technology Forecasting, Inc.) proposed outline which we have negotiated.
4. ADC/OTE	1/30			3) The overall schedule.
5. Members of Curriculum Committee				4-5 This looks excellent to me.
6.				It you have any questions or problems pls contact
7.				<div></div> directly &
8.				if unresolvable John
9.				<div></div> , in my absence.
10.				No comment by 5 6
11.				Feb col is
12.				conurrence.
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14.				
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29 January 1985

MEMORANDUM FOR: Members of Office of Training and Education  
Curriculum Committee

FROM:

[Redacted]  
Chief, Topical Issues Branch

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SUBJECT: Curriculum Committee New Course Checklist

1. The Topical Issues Branch plans to conduct a two-week seminar on World Wide Science and Technology Forecasting during the period 18-29 March 1985 in the Chamber of Commerce Building. The seminar's objectives are to review S&T data collection procedures, data handling methodologies, types of analysis of data for S&T problems in contrast to those for weapon systems, and methods applicable to S&T forecasting. The seminar will acquaint the analyst with consumers of S&T forecasting, their needs and how they use S&T forecasts. The seminar will also have leading S&T forecasters from the Intelligence Community, government research facilities and industry address their successes and failures in S&T forecasting.

2. The seminar is in response to a request from the NIO/S&T. It is the first time a course or seminar on S&T forecasting has been given by CIA. The course agenda has been favorably reviewed externally by Dr. Seymour Goodman, University of Arizona and an OSWR consultant; Dr. Sayre Stevens, formerly ADDS&T and DDI and now vice-president with Systems Planning Corporation; and Dr. Robert Clark, president of Scientific & Technical Analysis Corporation and formerly with OSWR.

3. The seminar students will be for professional S&T analysts from the Intelligence Community--CIA, NISC, DIA, NSA, USAF and USA. We expect most of the analysts to come from CIA/DI and DS&T, especially OSWR, SOVA and ORD. There will be no grade or experience level required for enrollment in the seminar.

4. The purpose of the seminar is to produce more and better S&T forecasts by training professional analysts in applicable methodologies. External guest speakers will include consumers of S&T forecasts and professional forecasters from the Intelligence Community, the U.S. Government and industrial research facilities. In the second week, Technology Futures, Inc., a private contractor, will stress forecasting methodologies in the morning sessions and conduct a workshop in the afternoon sessions.

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5. Speakers will include Dr. George Keyworth, the President's Scientific Advisor; Dr. Robert Cooper, the Director of DARPA; and Assistant Secretary of Defense, Mr. Kenneth DeGraffenreid of the National Security Council (Senior Director of Intelligence Programs and Special Assistant to the President for National Security Affairs). The agenda for each day of the two week seminar in chart form is attached. Most of the speakers will be CIA specialists except for the contractor and guest experts. The course outline has been internally reviewed by the NIO/S&T and many others in the Intelligence Community (including members of the STIC Technology Futures Working Group).

6. The seminar is being financed by a \$25K grant from DI. The contractor's charge is expected to be \$17K. Additional costs will principally be for guest speakers and course materials. The seminar coordinator  Room 1001 in the Chamber of Commerce Building has been reserved for the seminar.

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7. Publicity about the seminar has thus far been by personal contact. Considerable interest has been shown by all contacted. An "OTE Special Training Bulletin" to all Agency Training Officers and others in the intelligence community will be distributed.

8. Each member of the seminar will be asked to evaluate the seminar. If the responses are favorable, OTE plans another running in the fall of 1985. Any future runnings of the seminar will be revised based on student critiques and TIB's monitoring of the contractor supervised workshop.

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Attachments

NO.

TO: Agency Training Officers

SUBJECT: Seminar on World Wide Science & Technology (S&T) Forecasting  
Scheduled for 18-29 March at the Chamber of Commerce

The Office of Training is sponsoring a special seminar on Science and Technology (S&T) Forecasting which will focus on the special needs of the S&T analyst. It will emphasize the importance of emerging sciences and technologies in predicting future military and economic developments. Guest speakers will include policy makers and other consumers who will address the key issues that are in need of S&T forecasts. Scientists from Government and industrial research facilities will address forecasts in emerging technologies in the fields of microelectronics, composites, ceramics, biotechnology and space. Special attention will be given to the collection and processing of data relevant to S&T forecasting. Application of forecasting methodologies to S&T data and a hands-on workshop are included in the course.

The first week of the course is concerned mainly with key consumers and the issues where foreign S&T forecasts are essential. The second week is principally under the direction of a private contractor experienced in S&T forecasting methods and their application. In the workshop the student will be provided with prepackaged data or he may bring his own unclassified data. For the latter case, advance instructions are available for the gathering of appropriate data. This is the first running of the seminar. Only full time students should apply. The course will meet from 0830 to 1700 hours.

For further information call [redacted] on extension [redacted]. Interested personnel should submit a Request for Internal Training, Form 73, by 1 March to OTE Central Registrations, Room 822, Chamber of Commerce Building.

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TECHNOLOGY FORECASTING WORKSHOP  
Central Intelligence Agency  
Arlington, Virginia  
March 25-28, 1985

Monday, March 25

8:30-8:45 a.m.	Introduction	CIA Representative
8:45-9:30 a.m.	The Role of Technology Forecasting In Analysis and Operations	
9:30-9:45 a.m.	Break	
9:45-12:30 p.m.	Nominal Group Conferencing	
12:30-1:30 p.m.	Lunch	
1:30-5:00 p.m.	Improving the Use of Expert Opinion: The Delphi and Structured Interview Techniques	

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Tuesday, March 26

8:30-10:45 a.m.	Use of Morphological Analysis to Suggest Alternative Approaches to Problems
10:45-11:00 a.m.	Break
11:00-12:30 p.m.	Introduction to Technical Trend Analysis
12:30-1:30 p.m.	Lunch
1:30-5:00 p.m.	Practical Experiences in Technical Trend Analysis

Wednesday, March 27

8:30-9:30 a.m.	Use of Relevance Trees to Assist in Decision Analysis
9:30-9:45 a.m.	Break
9:45-12:30 p.m.	Use of Mathematical Models to Integrate Forecasts
12:30-1:30 p.m.	Lunch
1:30-2:30 p.m.	Enhancing Imagination Through Impact Wheels

Wednesday, continued

2:30-5:00 p.m. Cross-Impact Analysis

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Thursday, March 28

8:30-10:30 a.m. Alternate Futures Analysis

10:30-10:45 a.m. Break

10:45-12:30 p.m. Evaluation and Utilization of  
Technology Forecasts

12:30-1:30 p.m. Lunch

1:30-2:30 p.m. Enhancing Acceptance of the Forecast

2:30-2:45 p.m. Break

2:45-3:30 p.m. Technology Forecasting in the Future